



Town of Whitby Procedure

Procedure Title:	Transfer of Archival Records
Procedure Number:	CA 030-004
Reference:	Information Governance Policy (CA 030) Digitization of Records Procedure (CA 030-003) Records Classification and Retention Bylaw (7707-20)
Date Approved:	December 20, 2022
Date Revised:	N/A
Approval:	Chief Administrative Officer
Point of Contact:	Manager, Information & Content Services, ext. 2855

Purpose

The Town of Whitby is committed to the preservation of its Archival Records that document the Town's history and provide future generations with access to historical Records with permanent value.

The purpose of this procedure is to provide a consistent approach for the identification, selection and discharge of Archival Records from the Town of Whitby to the Archives.

Scope

This procedure applies to Archival Records in the custody or control of the Town of Whitby.

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1. Definitions

- 1.1. **Archival Record** means a Record selected by the Archives to be of sufficient Archival Value to warrant its storage and preservation at the Archives. Examples can include Council agendas and minutes, bylaws and tax assessment rolls.
- 1.2. **Archival Selection** means the process conducted by the Archives to select which Records are suitable for the storage and preservation at the Archives.
- 1.3. **Archival Value** means a Record that has or may have ongoing usefulness or significance based on the administrative or historical information it contains.
- 1.4. **Archives** means the Archives at the Whitby Public Library.
- 1.5. **Archivist** means an Archivist at the Whitby Public Library.
- 1.6. **Digitization** means the conversion of a physical Record to an electronic Record.
- 1.7. **Inactive Record** means a Record that is no longer referenced on a regular basis but must be maintained for administrative needs or legal compliance.
- 1.8. **Record** means information, however recorded or stored, whether in printed form, on film, by electronic means or otherwise.

2. Responsibilities

2.1. Office of the Town Clerk:

- Identify Records eligible for Archives in the custody or control of the Town.
- Compile and forward inventories of eligible Records to the Archives for their Archival Selection.
- Review, approve and/or deny transfers of Archival Records to the Archives.

2.2. Archives:

- Conduct Archival Selections on Records identified by the Office of the Town Clerk.
- Store and catalogue Archival Records transferred by the Town.
- Take reasonable measures to protect Archival Records transferred by the Town against loss, damage or alteration.

3. General

3.1. Records Eligible for Archives

- 3.1.1.** Unless provided otherwise by the Director of Legislative Services/ Town Clerk, a Record is only eligible for Archives if it has Archival Value and is a Record that is available to the public.
- 3.1.2.** Records that meet the requirements in section 3.1.1. of this procedure:
 - 3.1.2.1.** Should not be already made available to the public through a regularized system of access; and
 - 3.1.2.2.** Should be Inactive, 25 years or older, or have reached their retention period according to the Town's most current Records Classification and Retention Bylaw.

3.2. Archival Selection

- 3.2.1.** On an annual basis or as often as needed, the Office of the Town Clerk shall provide an inventory of eligible Records to the Archives for Archival Selection. The Archives may request to inspect the Records listed on the inventory in person prior to completing their Archival Selection.
- 3.2.2.** After conducting their Archival Selection, the Archives shall advise the Office of the Town Clerk on which Archival Records to transfer to the Archives, if any.

3.3. Digitization of Archival Records

- 3.3.1.** Unless provided otherwise by the Director of Legislative Services/ Town Clerk, paper-based Archival Records that have a permanent retention or have not yet completed their retention according to the Town's most current Records Classification and Retention Bylaw shall be Digitized according to the Town's Digitization of Records Procedure prior to being transferred to the Archives.

3.4. Transfer of Archival Records

- 3.4.1.** The Office of the Town Clerk shall manage transfers of Archival Records.
- 3.4.2.** The method of transfer selected for Archival Records should have specific regard to the Record type, size and format.
- 3.4.3.** Archival Records transferred to the Archives may be in a physical or electronic format.

- 3.4.4.** All transfers shall include a transfer listing of the Archival Records delivered to the Archives and shall be provided to and signed off by an Archivist or their designate.

3.5. Archival Record Loan

- 3.5.1.** The duration of the loan of an Archival Record from the Town to the Archives is indefinite; however, Council or the Director of Legislative Services/Town Clerk may request the Archival Record to be returned to the Town at any time.

- 3.5.2.** The Archives may return Archival Records provided by the Town if the Records no longer meet their space, staffing, or budget needs and/or capacities.

3.6. Access to Archival Records

- 3.6.1.** All Archival Records transferred by the Town to the Archives shall be accessible to the public and Town staff upon request.

Original Approved and Signed.

Matthew Gaskell, Chief Administrative Officer, x2211

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Date